



Enrolling into your COA Benefits using Oracle Self Service

Benefits Open Enrollment can now be done online! There are six main parts to this process and each is outlined in this step by step guide.

1. Access the Oracle www.atlantaga.gov
2. Click on Departments-Human Resources
3. Click on Employee & Retiree Benefits Page

Page 1: Dependents and Beneficiaries

This is where you will enter anyone you want to list as a dependent and or beneficiaries if they are not there.

4. Click [Add Another Person](#)
5. Enter the person's **Name and Relationship**.
6. Enter their Address Information, or if they share the same residence as you, check the shared residence box.
7. Enter the Required Information: Student Status
Should only be entered for children 19 yrs or older who are currently full-time students.
8. When finished, click [Apply](#)
9. Repeat steps 5-9 as many times as necessary to Dependents and beneficiaries
10. When you are ready to continue, click [Next](#)

Page 2: Benefits Enrollments

This page will show an overview of available benefits and your current status. To Enroll move To step 11.

11. Click [Update Benefits](#)
12. Check the boxes ☒ next to the benefits you want to select. You can [Add Dependents and Beneficiaries](#) at any time by clicking the button, although you will have to repeat the step you are on once you have added the additional people.
13. When you have made your selections and are Ready to continue, click [Next](#)

Page 3: Update Benefits – Cover Dependents

This is where you will choose which dependents will be covered for your selected benefits.

14. Click on the box next to their name if you want them To be covered under this corresponding benefit.
15. When you have made your selections and are ready to Continue, click [Next](#)

Page 4: Update Beneficiaries : Add Beneficiaries

This is where you can specify what percentage of any Insurance payouts you want each of your beneficiaries to receive.

16. Choose which beneficiaries would receive anything as A primary recipient (for example, will your spouse receive 100% of the benefit if something happens to you).
17. Choose which beneficiaries would receive anything as a contingent recipient (for example, what will your children receive if something happens to you and your primary recipient)
18. To recalculate your total, click [Recalculate](#). Both the primary and contingent percentages should equal 100%
19. Repeat for additional policies listed
20. When you are ready to continue, click [Next](#)

Page 5: Add Primary Care Providers

21. Depending on the plans you have selected for your medical and dental insurance, you may be asked to enter your primary care provider's ID, name and specialty.
22. When you are ready to continue click, [Next](#)

Page 6: Confirmation Page

This page allows you to review everything you have selected.

- If you want a printable version of this page click, [Printable Page](#)
- If you want a Confirmation Statement, click [Confirmation Statement](#)

23. When finished, click [Finish](#)

You will then see another review of what you have selected. If you want to make any changes click [Update Benefits](#) and follow from step 11. You're Done!